

HEIRLOOM BIRTH CERTIFICATE REQUEST FORM INSTRUCTIONS

PLEASE READ THESE INSTRUCTIONS CAREFULLY.
Failure to do so may cause a significant delay in processing your request.

The same rules for obtaining a birth certificate apply to obtaining an heirloom certificate.

However, friends or relatives may purchase an Heirloom Birth gift certificate to be redeemed by the recipient.
Certificates may only be purchased for events which occurred in Alaska.

- **GIFT CERTIFICATE** – If requesting a gift certificate, simply complete the purchaser information (part B), indicate on the form that it is a gift certificate, choose the style of certificate, complete the payment options, and send in the request.
- **ALL REQUESTS FOR AN HEIRLOOM CERTIFICATE MUST INCLUDE A LEGIBLE COPY OF APPLICANT'S GOVERNMENT-ISSUED PICTURE ID. Enlarge the copy and lighten it as much as possible to be sure that it is clear and readable when sent to the Bureau. A signature under the copied ID is also required. ONLY THE PARENTS, LEGAL GUARDING, OR INDIVIDUAL OVER 14 YEARS OLD ARE ELIGIBLE TO OBTAIN AN HEIRLOOM BIRTH CERTIFICATE. However, anyone may request a gift certificate.**
- **SUBMITTING REQUEST** - Print and complete the Heirloom Birth request form and mail it to the address as indicated. Vital records requests contain confidential information. Therefore, we highly recommend you mail or fax your request. E-mail, although convenient, is not secure and subject to fraud. Be sure to enclose the correct fees and if purchasing an Heirloom certificate, sign your request as well as the copy of the government-issued picture ID. If faxing, call the Alaska Bureau of Vital Statistics to confirm receipt at (907) 465-3391 Monday-Friday, 8 a.m. – 5 p.m. Alaska time.
- **PROCESSING TIME** – Allow 6 weeks for the processing of heirloom certificate requests. Heirloom certificates require original signatures which may take up to two weeks to obtain in addition to the 4 weeks of Bureau processing time. Please allow for additional mailing time. Please note that the \$11.00 credit card fee is **not** for expedited service. There is no expedited service available for Heirloom certificate requests.
- **FEES** - A collaborative effort between the Alaska Children's Trust and the Alaska Bureau of Vital Statistics, Heirloom Certificates contribute to the well-being of all Alaska children providing grants to Alaska communities for the prevention of child abuse and neglect.

Heirloom Birth Certificate - \$45.00

For more information about the Alaska Children's Trust:
Alaska Children's Trust Project Manager
Alaska Dept. of Education and Early Development
801 W. 10th Street, Suite 200
Juneau, AK 99811
Phone: (907) 465-4870
Toll-Free Phone: 1-800-643-KIDS (5437)

All NSF checks will be sent to a collection agency. There will be a \$30.00 charge.

- **CREDIT CARDS** - Purchase by credit card requires an additional \$11.00 fee. Orders may be processed by completing the Heirloom Birth request form and sending it to the Bureau by fax or mail.

Please note that the \$11.00 credit card fee is **not** for expedited service.

- **CONTACT INFORMATION** - For additional information on obtaining an Alaskan heirloom certificate, please contact the Records Processing Unit in Juneau at (907) 465-3391.

